



JOB DESCRIPTION

Position Title: **Tactical Radio Operator**

Class Code: 5610

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Technical and specialized work in the operation of a central communications console for transmitting and receiving emergency communications.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Operates control consoles, master records, computer terminals, E 9-1-1 computer aided dispatch (CAD) system and various other communications equipment. Operates a computer console with color coded information on various screens, and takes appropriate action in a timely manner.

Provides timely dispatch of proper medical and fire suppression units to current situation. Handles all emergency radio traffic. Relays information to and from county and city law enforcement agencies as necessary.

Answers emergency calls via 9-1-1 system, radio, and other telephone lines, and provides emergency medical instructions as appropriate. Maintains communications logs, emergency information files and County geographic systems records.

Maintains ability to operate County switchboard, and answer switchboard calls as necessary. Answers telephone for County Departments after normal business hours and on weekends and holidays. Pages the appropriate on-call individuals to respond to after hour calls as necessary.

Performs duties as a switchboard operator on an as needed basis.

Performs on-call duties as required and carries pager while performing on-call duty.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Knowledge of communications operations and emergency communications equipment. Some knowledge of County geography and road networks is preferred.

Ability to perform multiple tasks at the same time. Ability to react quickly and calmly to multiple emergency situations. Ability to accept supervision and carry out detailed direction. Ability to use good diction and a clear speaking voice. Ability to operate communications equipment, typewriter and computer terminal. Ability to communicate effectively both orally and in writing.

High School Diploma or GED and one (1) year of radio dispatching experience, or one (1) year switchboard operator experience, or completion of an emergency communication training course.

Must have the ability to type 25 correct words per minute.

Must possess and maintain a valid Florida Driver's License.

Must successfully complete the Tactical Radio Operator examinations and the Communications Basic 40 hour Dispatch Standards Course within six (6) months of employment.

Must successfully complete the Emergency Medical Dispatcher course within twelve (12) months of employment.

Prefer experience with computer aided dispatch systems and enhanced 9-1-1 systems.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a Communications Center. The incumbent performs most job duties either sitting at a desk, table or workstation. Incumbents in this position would be exposed to radiant energy and electrical energy found in a Communications Center..